

## **Requirements for Attachments Submitted through the CHIPS Incentives Program Application Portal**

### **1. Figures, graphs, images, and pictures**

Should be of a size that is easily readable or viewable and may be presented in landscape orientation

### **2. Font**

Easy-to-read font (11 point minimum). Smaller type may be used in figures and tables but must be clearly legible.

### **3. Line spacing**

Single spacing or double spacing is permitted.

### **4. Margins**

One inch top, bottom, left, and right

### **5. Page layout**

Portrait orientation except for figures, graphs, images, and pictures. Paragraphs are to be clearly separated from each other by double spacing, paragraph formatting, or equivalent.

### **6. Page numbering**

Number pages sequentially.

### **7. Page size**

Pages must be 8½ inches by 11 inches, excluding maps or diagrams.

### **8. Language**

English

### **9. Typed document**

All materials, including forms, must be typed.